

Minutes (Draft)
Mead Public Library
Board of Trustees
July 26, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, July 26, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were: Ms. Quinn, presiding; Ald. Carlson, Mrs. Johnson. Mr. Nelson, Ms. Wortche, Mr. Sampson, Mr. Stauber Soik, and Mr. Zylman. Unable to attend were: Mrs. Norman and Mrs. Segalle. Staff members present: Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There was no public comment.
4. Johnson **moved** to approve the minutes of June 21, 2012. Carlson **seconded** the motion. The motion **carried**.

5. Correspondence, Announcements, and Common Council Referrals

Winkle reviewed the content of a letter from Robert Nuernberg, president of Eastern Shores Library System.

6. Committee Reports

A. Finance Committee

1. Zylman reported on the Finance Committee meetings of July 20 and 26. The main topic of discussion was agenda development for the joint meeting of the Board of Trustees and the Finance Committee of the Common Council.
2. Zehfus reported there had been no change in the library unreserved fund balance from pre-audit to post-audit. Zehfus presented a recommendation to distribute the 2011 unreserved fund balance of \$235,391 into the Personal Services & Pension Liability reserve, the IT reserve and Future Capital. The Committee discussed the matter. Zylman **moved** to accept the recommendation of the Library administration and to recommend to the Board the transfer of unreserved fund balance to the designated reserved funds. Carlson **seconded** the motion. The motion **passed**.

B. Financial Reports

1. Zylman **moved** to approve the current expenditures, including payroll and recurring expenditures. The motion was **seconded** by Nelson. The motion **passed**.

2. Zehfus distributed a 2012 budget status report. Zehfus reviewed the fund equity used for retiree pensions. Winkle discussed the status of purchasing e-content for collection development.

3. There were no line-item transfers to approve.

4. Zehfus distributed and reviewed a report of donations received.

7. Director's Report

- A. Board of Trustee members reviewed a report of Volunteer Services activities since April 2012. Mueller answered questions regarding this new position and progress of this 2012 initiative.
- B. Winkle discussed the planning process for "Sheboygan Reads" scheduled for 2013. The program series will focus on the latest title by Wisconsin native Carrie Bebris. It is based on Jane Austen's *Persuasion*, which will also be featured. Winkle noted that the 200th anniversary of the publication of Austen's *Pride and Prejudice* will be celebrated in January 2013, heading into the Sheboygan Reads activities in March through early May. The Mead Public Library Foundation is providing financial support for this community program.
- C. Winkle informed the Board that our A. J. Baum artwork will be digitized, pending permission of the copyright holder, to make it more widely available for research and viewing. The library is also working on another digitization project, funded by a grant from the Kohler Foundation. It features documents related to the incorporation of the Plank Road Company.
- D. Winkle reviewed the Wisconsin Library Association's Public Library District Legislation Proposal, noting that an individual library would be able to form a district per the current draft legislation.
- E. As a security issue Winkle told the Board of an unconscious woman found and assisted in our first floor public restroom. In addition to the 911 emergency call the police were called because of illegal drugs being involved. This incident resulted in the following: Additional police presence, chimes installed on restroom doors, emergency blankets purchased, and a special staff meeting scheduled.

8. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

Nelson updated the Board regarding ESLS possibility of merging with other libraries. He indicated Manitowoc/Calumet Library System as being the only likely prospect of a near-term merger.

B. Foundation – Quinn

Quinn announced that Sherry Murphy presented the Foundation with a check for nearly \$10,000 (\$9,681) from her “Movers and Shakers” participation at Lakeland College.

C. Friends – Winkle

The Friends “Giant Book Sale” held in July resulted in the second highest earnings ever – just under \$2,500.00.

Winkle distributed a copy of “Book Page,” noting its back cover featured the 40th Anniversary of the Friends, whose goal is to solicit 40 new members.

9. Adjournment

Johnson **moved** to adjourn the meeting; Carlson **seconded** the motion. The motion **passed.** Quinn adjourned the meeting at 4:45 p.m.